

# **Schedule 150-1-4-4**

## **HEALTH AND HUMAN SERVICES SYSTEM**

### **PREVENTION AND COMMUNITY HEALTH**

August 8, 2005

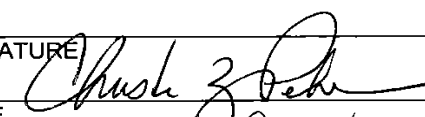
Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

<b>TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA</b>	SCHEDULE
	<b>150-1-4-4</b>
	AGENCY, BOARD OR COMMISSION
	<b>HEALTH AND HUMAN SERVICES SYSTEM</b>
	DIVISION, BUREAU OR OTHER UNIT
	<b>PREVENTION AND COMMUNITY HEALTH</b>
	Supersedes Edition of February 26, 1992, 35-5-2-(1-3), 35-5-2-(5-6), 35-5-2-(8-11); February 1, 1995, 35-8-3-(1-8), 35-8-3-11; December 12, 1990, 35-17-(3-5), 35-17-9, 35-17-13; January 15, 1994 35-18 and June 9, 1987, 35-23-3-9, 35-23-3-11

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE 	
TITLE <i>Interim Director</i>	DATE <i>8/2/05</i>

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE <i>Andrea Z. Fabiny</i>		DATE <i>Aug. 5, 2005</i>
STATE ARCHIVIST		

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE 		DATE <i>8/8/05</i>
STATE RECORDS ADMINISTRATOR		

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE 150-1-4-4 – HEALTH AND HUMAN SERVICES SYSTEM – PREVENTION AND COMMUNITY HEALTH**

### **150-1-4-4-1      COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)**

#### **150-1-4-4-1-1      CSFP PROGRAM OPERATIONS – STATE LEVEL**

Annual records for the CSFP program (Commodity Supplemental Food Program) are compiled to present documentation of program operations at the state level during a fiscal year. Records include requests for funding, letters of authorization received for CSFP and record of fund allocation to state level. Statewide program reports submitted to the USDA would be filed with the year to which they pertain. Other records may include: contracts/correspondence with warehouse, records on food orders, inventories, transport and miscellaneous CSFP-related correspondence.

**CONTRACTS: Dispose of 5 years after completion, provided audit has been completed.<sup>1</sup>**

**ALL OTHER RECORDS: Transfer to the State Records Center after 1 year; dispose of 3 years after final payment, provided audit has been completed.<sup>1</sup>**

#### **150-1-4-4-1-2      CSFP PROGRAM OPERATIONS-LOCAL LEVEL**

Annual records for the CSFP programs are compiled to present a review of program operations at the local level during a fiscal year. For each local agency, the record would include their plan, the agreements with the Department of Health and Human Services, correspondence relating to the status of the program within their agency, the management evaluation and financial reports submitted to the Department.

**Transfer to the State Records Center after 1 year; dispose of 4 years after final payment, provided audit has been completed.<sup>1</sup>**

#### **150-1-4-4-1-3      SURVEYS-SURVEILLANCE**

Completed survey instruments and summary reports of survey results. Includes annual, bi-annual, periodic and special surveys related to funded and non-funded programs.

**SURVEYS: Dispose of after generation and acceptance of the Summary Reports.**

**SUMMARY REPORTS: Transfer to the State Records Center after 1 year; dispose of after 3 years.**

#### **150-1-4-4-1-4      CONTINUING EDUCATION RECORDS**

Various records relating to CSFP'S continuing education hours for CSFP training events.

**Dispose of after 10 years.**

#### **150-1-4-4-1-5      HISTORICAL FILES**

Plans, training documents, and guidance materials providing historical references for the Program. Includes working papers showing progression over time.

**ORIGINAL: Dispose of after 5 years, or when no longer of administrative value, whichever is later, subject to review by the State Archivist for possible accession.**

## **150-1-4-4-2      IMMUNIZATION**

### **150-1-4-4-2-1      DAY CARE CENTER IMMUNIZATION STATUS REPORT**

Report compiled from the Immunization Record submitted by day care centers.

**ORIGINAL: Retain permanently.**

### **150-1-4-4-2-2      IMMUNIZATION RECORD**

Report is submitted annually by day care centers and summarizes the immunization levels of all enrollees. Is used in compiling the Day Care Centers Immunization Status Report.

**Dispose of after 2 years.**

### **150-1-4-4-2-3      PRIVATE PHYSICIAN CERTIFICATION**

Form required by the federal government, signed by private physicians stating that all federal guidelines shall be followed when administering vaccines purchased with federal funds.

**Dispose of 10 years from date of signature.**

### **150-1-4-4-2-4      PUBLIC CLINIC CERTIFICATION**

Form required by the Federal Government, signed by public clinic representatives stating that all federal guidelines shall be followed when administering vaccines purchased with federal funds.

**Dispose of 10 years from date of signature.**

### **150-1-4-4-2-5      NEBRASKA SCHOOL IMMUNIZATION LEVELS REPORT**

Contains information on the immunization record of all students in public and private schools. Information is obtained from the "Immunization Summary Form," which is obtained from the schools.

**Retain permanently.**

### **150-1-4-4-2-6      SCHOOL IMMUNIZATION PROGRAM RECORDS**

Files include "Immunization Summary Form" which is used in compiling the "Nebraska School Immunization Levels Report."

**Dispose of after 2 years.**

### **150-1-4-4-2-7      VACCINE INVENTORY**

Manual record shows, by type, different vaccines received from the drug companies, date received, number of doses, lot number, who it is redistributed to, what amount is sent, and the balance on hand.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

### **150-1-4-4-2-8      VACCINE USAGE REPORT**

Form lists vaccine types, number of doses administered and to which age groups, clinic date, location where it is used, amount used, and the lot numbers for the balance of vaccine on hand.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**



**150-1-4-4-2-9**

**CLINIC EVALUATION REPORT**

Report of the staff performance and procedures documented annually by State Immunization Nurses on the Public Immunization Clinics. Information is retained to measure progress in the clinics from year to year, to record proper storage and handling of the vaccines, administration techniques, patient education, safety, and related documents.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-4-3**

**NEWBORN SCREENING AND GENETICS**

**150-1-4-4-3-1**

**METABOLIC TESTS FORMS**

Information obtained from hospitals, laboratories and letters sent to physicians on all presumptive positive cases. Home Births, specimens unsatisfactory, specimens drawn early, repeat specimens, weekly reports.

**Transfer to the State Records Center after 2 years; dispose of after 29 years.**

**150-1-4-4-3-2**

**PHENYLKETONURIA FORMULA DISTRIBUTION REPORT**

Record of children given lofenlac and phenyl free formula as part of a division program. Confidential information includes parents and baby's name, age, physician; amount of drug administered, and date given.

**ORIGINAL RECORD: Microfilm and destroy originals.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Dispose after 5 years.**

**150-1-4-4-3-3**

**BUDGET/CONTRACTS**

Information from past fiscal year budget; consists of reports, worksheets, payment documents, and other information.

Contractual information; consists of reports, layouts and designs of electronic database worksheets, Bids/RFPs, payment documents, Visiting Nurses Association (home visits for screening collection) and other information.

**Transfer to the State Records Center after 1 year; dispose of after 4 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-4-3-4**

**SURVEYS**

Consists of all surveys; hemoglobinopathy surveys, genetic surveys, PKU surveys, Hypothyroidism surveys, MCAD surveys, and birth defects surveys (related to metabolic screening).

**Transfer to State Records Center after 1 year; dispose of after 3 years.**

**150-1-4-4-3-5**

**INSERVICES**

Consists of in-service information for the basis of education; pamphlets/brochures, design layouts, handouts, contacts, videos.

**Transfer to State Records Center after 1 year; dispose of after 3 years.**

**150-1-4-4-3-6 HOSPITAL – LABORATORY SELECTION**

Forms, letters, memorandums or notes showing delivering hospitals laboratory selection for newborn screening testing, information from laboratories and hospitals regarding the transporting of specimens.

**Transfer to State Records Center after 1 year; dispose of after 3 years.**

**150-1-4-4-3-7 NEWBORN SCREENING STATE LABORATORY TESTING**

Record includes PKU sample cards, neonatal worksheets, CDC Controls, GAL & TSH test results, hemoglobin's, etc.

**Transfer to the State Records Center after 2 years; dispose of after 29 years.**

**150-1-4-4-4 PERINATAL, CHILD & ADOLESCENT HEALTH**

**150-1-4-4-4-1 ACCOUNTING DOCUMENTS**

Payments to vendors/contractors for services and/or materials supportive of the program. Disbursement of funds to sub-grantees.

**Dispose of after 7 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-4-4-2 CONTRACT'S S/RFP'S/RFA'S**

Requests for proposals, requests for applications, and subsequent contractual agreements between HHSS and outside vendors for the purpose of securing goods and services, supportive of the Adolescent Program.

**Dispose of 5 years after Contractual obligations between both parties have been satisfied, provided audit has been completed.<sup>1</sup>**

**150-1-4-4-4-3 CORRESPONDENCE – ADMINISTRATIVE**

Correspondence relating to administration or development of program policies, procedures, and major transactions. See Schedule 124 General Records for State Agencies. See Schedule 124 General Records for State Agencies, COMMUNICATIONS, LONG TERM.

**Transfer to the State Records Center after 2 years; dispose of after 8 years, subject to review by the State Archivist before disposal, for possible accession.**

**150-1-4-4-4-4 CORRESPONDENCE – GENERAL**

Routine correspondence, general inquiries, and other correspondence of a nonspecific nature. See Schedule 124 General Records for State Agencies, COMMUNICATIONS, SHORT TERM (EPHEMERAL).

**Dispose of after 2 years.**

**150-1-4-4-4-5 MEETING MINUTES**

Official minutes of grant advisory committee meetings. See Schedule 124 General Records for State Agencies, MINUTES OF MEETINGS.

**ORIGINAL RECORD: Microfilm for security annually. Transfer to the State Archives when no longer of reference value. This record may NOT be destroyed after microfilming.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**OTHER COPIES: Dispose of when no longer of reference value.**

**150-1-4-4-4-6 MEETING AGENDA**

Meeting agenda with attached “proof of publication” and/or “legal notice.” See Schedule 124 General Records for State Agencies, MEETING AGENDA.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-4-4-7 SCHOOL NURSE SURVEYS**

Results of nurse screenings of dental, vision, hearing and scoliosis of students at public and private schools.

**Dispose of after 5 years.**

**150-1-4-4-4-8 STATISTICAL RESULTS OF SURVEYS**

Compiled results of screenings of student’s health status.

**Dispose of after 5 years.**

**150-1-4-4-4-9 SURVEY FORMS**

School nurse survey forms

**Dispose of after 5 years.**

**150-1-4-4-4-10 LETTERS TO PHYSICIANS**

Form letters sent to physicians regarding immunizations and school physicals.

**Dispose of after 5 years.**

**150-1-4-4-4-11 WAIVER FORMS**

Form used to waive the requirements for immunizations and physicals.

**Dispose of after 5 years.**

**150-1-4-4-4-12 GRANT REQUESTS, APPROVED AND REJECTED**

Copies of approved and rejected grant requests to fund adolescent, child health and/or school health programs.

**Dispose of after 10 years, or until no longer of administrative value, whichever is later, provided audit has been completed.<sup>1</sup>**

**150-1-4-4-4-13 GRANT MANAGEMENT**

Documentation of grant awards applied for and/or received in support of program activities. Includes grant guidance, application, progress reports, notice of award, conditions on award, budget, and related documents.

**Dispose of after 10 years, or as stipulated in the grant, which ever is longer, provided audit has been completed.<sup>1</sup>**

**150-1-4-4-4-14 CONFERENCES/WORKSHOPS**

Documentation of planning activities for conferences and workshops, including planning committee meeting minutes, speaker contracts, mailing lists, conference brochures, workbooks and handouts, continuing education, evaluations, and other related materials.

**Dispose of after 10 years.**

## **150-1-4-4-5      REPRODUCTIVE HEALTH**

### **150-1-4-4-5-1      GRANTS AND SUB-GRANTS**

*(Federal: Program Guidelines for Project Grants for Family Planning Services 1.1).*

Applications submitted to the federal government for Title X funding; applications submitted by sub-grantees or prospective sub-grantees for Title X funding; applications submitted for additional funding; copies on file in sub-grantee agencies.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

### **150-1-4-4-5-2      MONITORING SITE VISITS**

*(Federal: Program Guidelines for Project Grants for Family Planning Services 11.4).*

Reports of site visits to sub-grantees including clinic evaluations, chart audits, administrative and financial reviews; copies on file at sub-grantee agencies.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

### **150-1-4-4-5-3      OFFICE OF POPULATION AFFAIRS (OPA); FAMILY PLANNING ANNUAL REPORT (FPAR)**

*(Federal: Program Guidelines for Project Grants for Family Planning Services 6.7).*

Grantee and sub-grantee annual data reports including additional program data; copies on file at sub-grantees agencies.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

### **150-1-4-4-5-4      PATIENT RECORDS**

*(Federal: Program Guidelines for Project Grants for Family Planning Services 11.3).*

Inactive patient medical records for clients seen by sub-grantees where the project has closed.

**Dispose of after 10 years, provided audit has been completed.<sup>1</sup>**

### **150-1-4-4-5-5      PHARMACEUTICAL RECORDS**

*(Federal: Program Guidelines for Project Grants for Family Planning Services 11.2)*

Accounting ledgers of pharmaceuticals purchased and pharmaceutical inventory.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

### **150-1-4-4-5-6      POLICY AND PROCEDURE MANUALS**

*(Federal: Program Guidelines for Project Grants for Family Planning Services 7.1, 7.2, 7.3, 7.4).* Policy and procedure manuals for grantee and sub-grantees; copies on file in sub-grantee agencies.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

### **150-1-4-4-5-7      SUB-GRANTEE COMMUNITY EDUCATION REPORTS**

*(Federal: Program Guideline for Project Grants for Family Planning Services 6.12).*

Community Education Reports including outreach submitted by sub-grantees monthly or quarterly; originals on file at sub-grantee agencies.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-4-5-8 SUB-GRANTEE GOVERNING BOARD MEETING MINUTES**

Copies of Board of Directors meeting minutes of non-profit sub-grantees; original minutes on file at sub-grantee agencies.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-4-5-9 SUB-GRANTEE MONTHLY REVENUE/EXPENDITURE REPORTS/AUDITS**

*(Federal: Program Guidelines for Project Grants for Family Planning Services 6.3).*

Revenue/expenditure reports submitted monthly by sub-grantees; annual sub-grantee audit reports; originals on file at sub-grantee agencies.

**Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-4-5-10 TRAINING WORKSHOP FILES**

*(Federal: Program Guidelines for Project Grants for Family Planning Services 6.6).*

Training workshop/conference information including: training requests; consultant agreements; vouchers; evaluations; coordinator evaluation; facility information/contract/bills; session brochure and evaluations; sample packet; participant lists for CEUs; Technical Assistance (TA) requests and reports.

**CONTRACTS: Dispose of 5 years after completion, provided audit has been completed.<sup>1</sup>**

**ALL OTHER RECORDS: Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-4-6 MCH PLANNING & SUPPORT**

**150-1-4-4-6-1 MCH PLANNING & SUPPORT – STATE LEVEL**

Annual records of the federal Title V Block Grant compiled to document program operations at the state level during a fiscal year. Records include the Title V Block Application/Annual Report, including the five-year needs assessment and electronic reporting package forms, with supporting records, evidence of public input, reviewers' comments, award letter, audit reports and management letters, and correspondence.

**Transfer to the State Records Center 3 years after submission of the application; dispose of 5 years after submission of the annual report, (e.g. send the FY99 Report/FY01 Application to storage July 2003, destroy July 2005) provided audit has been completed.<sup>1</sup>**

**150-1-4-4-6-2 MCH PLANNING & SUPPORT – LOCAL LEVEL**

Annual records of the Federal Title V Block Grant compiled to sub-grant document program operations at the local level during a fiscal year. Records include documents of the sub-granting process, i.e. evidence of public notice, proposals (funded and non-funded) from community-based agencies for Title V funds, reviewers' comments, award and rejection letters, state-level allocations with Title V funds and award letters, sub-grantees' program and expenditure reports, site visit reviews and other monitoring procedures, and correspondence.

**Transfer to the State Records Center 3 years after receipt of the final report; destroy 8 years after receipt of the final report, (e.g. send the FY99 Final Report to storage August 2002, destroy August 2007), provided audit has been completed.<sup>1</sup>**

**150-1-4-4-6-3 MCH PLANNING & SUPPORT – ACCOUNTING DOCUMENTS**

Annual financial records of the federal Title V Block Grant, SSDI, and other special initiatives to document revenues and expenditures pertaining to state-level activities. Records include

budgets not otherwise part of the Title V Block Grant application or the application for SSDI funds or other special initiative, evidence of matching funds, budget status summary sheets/estimation of funds available, division spreadsheets, detail sheets showing reimbursement payments for reconciliation with accounting unit.

**Transfer to the State Records Center 3 years after end of the state fiscal year to which records pertain; destroy 8 years after end of the state fiscal year pertaining to records, (e.g. send the documents pertaining to FY99 to storage August 2002, destroy August 2007), provided audit has been completed.<sup>1</sup>**

**150-1-4-4-6-4 MCH PLANNING & SUPPORT – COLLABORATIVE ACTIVITIES AND MEETINGS**

Records relative to activities of Title V Block Grant funding and related issues too maternal and child health and public health generally. Records include evidence of activities pertaining to collaboration with other state departments and divisions and non-state agencies, meeting agendas, and official minutes of group meetings.

**Transfer to the State Records Center 3 years after last activity; dispose of 8 years after last activity.**

**150-1-4-4-6-5 MCH PLANNING & SUPPORT – INITIATIVES AND SPECIAL PROJECTS**

Annual records include the grant application and reports of the State Systems Development Initiative (SSDI) and supporting documents of activities relative to the objectives of the project.

**Transfer to the State Records Center 3 years after receipt of the final report; dispose of 8 years after receipt of the final report, (e.g. send the FY99 Final Report to storage August 2002, destroy August 2007).**

**150-1-4-4-6-6**

**MCH HISTORICAL FILES**

Records include the Federal Guidance and Forms for the Title V Block Grant Application and Report, Procedure Manual for the Title V sub-grantees, technical assistance and instructional materials, Requests for Proposals, Guidelines for Requesting Continuation Funding, development of protocols, policies, and procedures, and other materials providing historical reference over time.

**Transfer to the State Archives 3 years after last activity; retain permanently.**

**150-1-4-4-7**

**SPECIAL SUPPLEMENTAL NUTRITION  
PROGRAM FOR WOMEN, INFANTS AND  
CHILDREN (WIC)**

**150-1-4-4-7-1**

**WIC PROGRAM OPERATIONS-STATE LEVEL**

Annual records for the WIC (Special Supplemental Nutrition Program for Women, Infants and Children) Program are compiled to present documentation of program operations at the state level during a fiscal year. Records include requests for funding, letters of authorization received for WIC, and record of fund allocation to the state level. Statewide program reports submitted to the USDA would be filed with the year to which they pertain. Other records may include: bids and proposals(rejected and accepted); contracts/correspondence with vendors; vendor sanction correspondence and miscellaneous WIC and nutrition related correspondence.

**Transfer to the State Records Center after 1 year; dispose of 4 years after final payment, provided audit has been completed.<sup>1</sup>**

**150-1-4-4-7-2**

**WIC PROGRAM OPERATIONS-LOCAL LEVEL**

Annual records for the WIC program are compiled to present a review of program operations at the local level during a fiscal year. For each local agency, the record would include their plan, the agreements with the Department of Health and Human Services, correspondence relating to the status of the program within their agency, the management evaluation and financial reports submitted to the Department.

**Transfer to the State Records Center after 1 year; dispose of 4 years after final payment provided audit has been completed.<sup>1</sup>**

**150-1-4-4-7-3**

**PARTICIPATION AND PAYMENT, WIC COMPUTER  
REPORTS**

Monthly, quarterly and annual computer reports are used to monitor the WIC program operations within the state and as a basis for the reporting to USDA/FNS. Reporting requirements relate to the expenditure of federal funds, to the reporting of the number of individuals served by agency and by clinic site, to the monitoring of errors in the certification process and detection of errors in the processing of food vouchers by the local agency staff or by the authorized retailer. In addition, records relating to the assignment of individual check numbers or program participants to local agencies and to the disposition of the checks included. Records form an audit trail for all food disbursements through the central food account maintained by the WIC local agencies. Also included are records of retailer activity, and records of participant health and enrollment statistics.

**Transfer to the State Records Center after 1 year; dispose of after 3 years, or until closed out, whichever is later, provided audit has been completed.<sup>1</sup>**

**150-1-4-4-7-4 WIC CHECKS**

CD Rom of redeemed checks after bank payment, CD ROM of voided checks, hard-copies of high-flag or special status redeemed checks, and bank statements. Also included are photocopies of rejected checks and hard-copies of checks voided in printing process. CD Rom's of checks are provided to the department from the contracted bank.

**ORIGINAL RECORD: Dispose of after closeout, OR 3 years after final payment, OR 3 years after closed audit, whichever is later.**

**CD SECURITY COPY: Dispose of after 10 years. (Consists of CD's provided by contracted Bank).**

**SECURITY BACKUP COPY: Backup daily, dispose of after superseded or obsolete.**

**150-1-4-4-7-5 CONTINUING EDUCATION RECORDS**

Various records relating to WIC's continuing education hours.

**Dispose of after 10 years.**

**150-1-4-4-7-6 HISTORICAL FILES**

State Plans, old procedure manual pages, vendor appeals, participant appeals, agency training documents, Pediatric Surveillance/PNSS reports and guidance materials providing historical references for the program. May include working papers showing progression over time.

**Transfer to the State Archives; retain permanently.**

**150-1-4-4-8 PREGNANCY RISK ASSESSMENT MONITORING SYSTEM (PRAMS)**

**150-1-4-4-8-1 PRAMS QUESTIONNAIRES**

Data collection for the Nebraska Pregnancy Risk Assessment Monitoring System (PRAMS).

**Transfer to the State Records Center after 1 year, dispose of after 3 years.**

**150-1-4-4-8-2 ADMINISTRATIVE RECORDS**

Information that includes, but is not limited to, the past fiscal year budget; contracts; payment documents; CDC grant; correspondence within the state, various agencies, departments, boards, professional organizations and corporations, etc. and other information.

**ORIGINAL: Transfer to the State Records Center after 1 year, dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**150-1-4-4-8-3 DATA & STATISTICAL REPORTS**

Reports generated from PRAMS data.

**Transfer to the State Records Center after 1 year; dispose of after 3 years.**



## **150-1-4-4-9      DIVISION ADMINISTRATOR**

### **150-1-4-4-9-1      GRANTS MANAGEMENT**

Documentation of various grants awards applied for and/or received for which the Administrator is the Project Director. Includes grant guidance, application, progress reports, notice of award, conditions, budget, and related documents.

**Dispose of after 10 years, provided audit has been completed.<sup>1</sup>**

### **150-1-4-4-9-2      ADVISORY BODIES**

Records related to advisory bodies including membership lists, correspondence with membership, meeting agendas, meeting minutes, public notice of meetings and related documents.

**Dispose of after 5 years.**

### **150-1-4-4-9-3      TOLL-FREE REFERRAL LINE AND SERVICES**

Record of calls received on toll-free line and referrals made in accordance with Neb. Rev. Stat. §28-327.01. Record of materials developed and distributed in accordance with statute.

**Transfer to the State Archives after 10 years, subject to review by the State Archivist for possible accession.**

### **150-1-4-4-9-4      PROJECT FILES**

Working papers and correspondence related to Administrator's involvement in committees, task forces, and other initiatives.

**Dispose of after 5 years.**

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#### **NOTE**

*1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.*

## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>440 S. 8<sup>TH</sup> STREET SUITE 210</b> <b>LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D

## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load .....	50 cubic feet